FSCS STEERING COMMITTEE MEETING
July 20 - 22, 1994
Minutes

Attendance:

Voting Members:	Gerry Rowland (Chair), Adrienne Chute, Liz Gibson Carrol Kindel, Elaine Kroe, John Lorenz, Mary Jo Lynch, Mary Alice Hedge, Mark Smith, Diana Young, Alan Zimmerman
Other Members:	Libby Law (Secretary), Keith Lance, Walt Terrie
Guests:	Mary Collins (Westat), John Wunderly (software contractor - Pinkerton), Elizabeth Gerald (NCES) and Gordon Green (Chief of Government Division), Ellen Thompson, Warren Besore, Beth Burrows, Bill O'Leary and Dave Kellerman (Bureau of the Census).

Welcome:

Gerry Rowland welcomed the new committee member (Liz Gibson - California) and Elizabeth Gerald from NCES was introduced. Elizabeth is the newest member of the Library Statistics Unit and will be working on special library projects.

Minutes:

The minutes from the March 29 - 30, 1994 minutes were approved.

NCES Summer Data Conference:

The members of the Steering Committee who attended the NCES Summer Data Conference briefly reflected on the experience. Generally the group was pleased to have the opportunity to meet with colleagues from the other sectors and about the high visibility of libraries on the program, however it was felt that there was a lack of interest in library programs (even school library/media center programs) by non-library participants. It was proposed that each sector be identified by a different colored name tag to facilitate identification at one another's meetings. It was felt that media specialists in the schools and librarians in academic institutions need to have more contact with their Library Statistics Program (LSP) State Data Coordinators. Areas of common concerns and interest need to be identified and these areas need to be the focus of any future joint activities. (See Appendix 1 for completed list of Pros and Cons as recorded by Carrol.)

Ed Tab - 1992 Data:

The final Ed Tabs are out. Pinkerton distributed the Ed Tabs and Data Diskettes to State Data Coordinators, State Librarians, members of the Steering Committee, participants in the Forum and the Research Seminar and the public libraries submitting data. Distribution to others will be handled through NCES's regular channel.

Tables 8 and 8A Employee Benefits in the Public Libraries in the United States 1991 have been omitted from the 1992 tables.

There was a brief discussion of the report of Association libraries reported in Table 16 and a discussion of the use of graphics in future publications of the Ed Tabs.

Expanding the electronic distribution of the data was briefly discussed. The data have already been put on the Gopher.

DECPLUS Manual:

It was suggested that both the minimum and desirable specification for hardware needed for DECPLUS should be identified and included in the next manual. The only correction identified for the current manuals is the addition of Al Zimmerman's name to the list of members of the Training Subcommittee.

FSCS Memos:

Among those topics to be included in future FSCS memos are: the analysis project, the household survey, reflections on the NCES Summer Data Conference, upcoming workshops, the Forum, the census report on definitions, and the working version of PUBLDAP.

The next issue of FSCS Memo is to be reviewed by Diana Young in addition to the regular review by Gerry Rowland and Carrol Kindel.

State Library Survey:

Elaine Kroe reported that the State library survey is on schedule and should be distributed this fall. The deadline for returning the data to FSCS will be November 15, 1994.

Household Survey:

Mary Collins from Westat reported on the regular household survey which in FY 95 will include questions on public library use for pretesting. The Steering Committee reviewed questions regarding libraries and made several suggestions for Ms. Collins to consider before the final questions are formalized.

The publication of the information from the survey was discussed.

There was a brief discussion of using responses to the Household Survey to map public library use. The survey will include both zip code and telephone numbers. Although these can be use to Geo code the data, their use in analysis may be limited by confidentiality requirements. Walt Terrie and Mary Collins will look into this.

1993 Data Collection:

The work of John Wunderly in incorporating the last minute changes to the software was praised and the need to avoid last minute changes discussed.

So far 13 states have submitted data. There have been several technical problems which were referred to the Technical Subcommittee. Other problems discussed included the need for hardware in Palau and Puerto Rico and the need for a Spanish translation of the software and manual. There was a brief discussion on the status of adding data from the Indian Nations.

There was a brief discussion of the role of the Census Bureau with the data collection activities in FY 95. Elaine Kroe will still be in charge, but will be assisted by Census. This should ease the workload requirements of processing and correcting while we are also trying to make software modifications and prepare for the next year's survey.

Elaine Kroe will send acknowledgments of the receipt of the data and documented error-report to each state, and her cover letter will note that there may need to be follow-up contact at later stages in the process.

Subcommittee Action:

Data Use Subcommittee:

The Subcommittee reported on progress made toward development of a public library price-index which would document the effects of inflation on FSCS financial data. It is hoped tat once the methodology has been developed, the index will be maintained in the private sector.

For future analysis projects, there was a discussion of what can be answered using universe-file data. For example, what is the potential of combining public library data with other existing data through Geo-coding of zip codes for better analysis. Walt Terrie, Mary Jo Lynch, and Keith Lance will submit this information to Adrienne Chute. There was also discussion of aggregating data at the county, Congressional district, and/or zip+4 levels and reporting these in a publication of tables, followed by maps. Nine-digit zip codes would be used to standardize Geo-coding. It was noted that the postal service offers a one-time free cleaning of a mailing list using their zip code matching system. Since the Steering Committee meeting, Elaine Kroe and John Wunderly have made arrangements with the U.S. Postal Service to add zip plus 4 codes for all libraries on the FY 93 file.

There was also discussion of performing an analysis of the 100 largest public library administrative entities.

The process for releasing the ED TABS and the data diskettes was discussed. The first dissemination after the survey has been adjudicated and prepublication copies sent to State Data Coordinators and Chief Officers of State Libraries. Prepublication copies contain a note restricting the release of the data. The next step is electronic release on the OERI

Bulletin Board. Once this is completed, use of prepublication copies is no longer restricted. In the future, NCES will provide Internet notification to prepublication copy recipients of when the release restrictions have been lifted.

Once again, concern was expressed that the release of data diskettes takes so long and follows the publication of the ED TABS. Adrienne Chute explained the delay. Several years ago, the office that provides clearance of NCES data base diskettes advised the Library Statistics Unit to write the Survey methodology section of the Data Base documentation based on the methodological sections of the ED TABS so that accuracy and consistency would be preserved. For this reason, current practice has been that the Survey Methodology section of the data base documentation is drafted, but cannot be finalized, until the ED TABS adjudication is completed.

For FY 1993 data, however, Elaine Kroe has volunteered to revise the survey methodology portion of the data-base documentation, so that it is written independent of the time-constraints imposed by the ED TABS adjudication process. If this can be accomplished, and is consistent with NCES data diskette clearance policies, dissemination of the data base diskettes could be accomplished several months sooner than in recent years.

It was also noted that the data files and documentation and the ED TABS are made available on the ED Department's Gopher prior to the printed publication of the ED TABS. (For 1992 the ED TABS went up on the Gopher on 7/25/94 and the data file went up on 8/1/94.)

There was a proposal for presenting awards in addition to the Keppel Awards, to states for best use of data.

Recommended changes to ED TABS FY 93 tables included the addition of a separate table reporting the two new data elements "Circulation of children's materials" and "Children's program attendance". Films data will be dropped from the tables. There will also be a new arrangement of tables based on feedback during the adjudication process to be performed by Peggy Rudd, NCES, with the support of Mary Jo Lynch and Keith Lance.

Definitions Subcommittee:

The committee discussed the process for handling proposed new data elements as well as revision of definitions and dropping of data elements. Since the In-Library Use was the only proposal received which met the Policy and Procedures for Review of Data Elements, it will be the only one released for vote this year. A cover letter from Gerry Rowland which includes the new data element proposal and the pro's and con's letters will accompany the ballot.

Areas of concern to be discussed over the Internet, at the next Steering Committee Meeting, and at the next annual meeting include revision of the definition of a public library, electronic data elements, Internet access and combination of Films and Video or dropping of Films and combining ILL and document delivery. Joe Shubert will be contacted to determine if he wishes to submit a proposal for revision of the definition of a

public library. Keith Lance and Mary Jo Lynch will work on proposals for those electronic data elements where there was high interest expressed at the December 1993 meeting and which are being addressed by academic libraries. Mark Smith will develop a proposal for Internet Access.

Bill O'Leary and Dave Kellerman met with the Definition Subcommittee to discuss the REPORT ON EVALUATION OF DEFINITIONS USED IN THE PUBLIC LIBRARY STATISTICAL PROGRAM. This report addressed the definitions in regard to how the states complied with current definitions, the methodology being used, and made recommendations for changes. The Census Bureau is now examining the definition for the financial data collected.

The Subcommittee discussed the methods to be used to review the REPORT and how information will be distributed to the States. It was suggested that the Census Bureau reorganize the report placing all charts together which will make the report easier to review by each state. There was a discussion of the Census developing a summary chart. Although the Subcommittee expressed some concern about ensuring the accuracy of the interpretation of the 1991 definitions, the primary concern expressed is in regard to status of definition compliance of 1993 data submitted in 1994 and future submissions.

Copies of the Report were distributed to each member of the Steering Committee for review and discussion at the next Steering Committee Meeting. Copies of the Report (with charts relocated for easier use by each state), are to be mailed to each State Data Coordinator with a cover letter from Gerry Rowland explaining the context of the report and soliciting comments on the accuracy of 1991 interpretations and current status in relationship to 1991 interpretations, requesting copies of the most current survey instrument, definitions, and instructions for collection of the data submitted to NCES in 1994, and indicating that the Annual Training Workshop will include time for discussion of definitions.

Mark Smith and Libby Law are to work on the format for Definitions training at the Annual Training Workshop. The next Steering Committee will include time on the agenda for a discussion of each recommendation in the REPORT.

The definition concerns expressed during the adjudication of 1992 data and at the Focus Group meetings will be sent to members of the subcommittee by Al Zimmerman and discussed at the next Steering Committee meeting.

It was determined that states will be requested to provide their survey instruments, definitions, and instructions on which their data submission is based, as part of their annual FSCS submission. These will be archived by NCLIS.

Technical Subcommittee:

Walt Terrie reported that PUBLDAP has been re-written and now works. It is easy to use and has excellent query capability. It will be distributed to members of the Steering Committee for feedback. At this time a simple READ ME file will be available for

instructions and no manual of instructions is planned. Data coordinators interested in trying PUBLDAP in this preliminary form are welcomed to do so. (See also below.)

Gerry Rowland demonstrated use of WORD PERFECT INFORMS to collect data from local libraries in electronic format. He anticipates that it will be used at 70 sites this year. A demonstration of this is to be included in the FSCS training meeting. INFORMS has searching capabilities and is capable of producing of tables although the tables are not automatically produced as those on DITAR are. Arrangements will be made for a demonstration of INFORMS at the next COSLA meeting (Oct 16-18 in Oklahoma City).

John Lorenz provided information about possible changes in the cost of DITAR. Nolan Yelich, acting Virginia State Librarian, indicated that this is on hold until a new State Librarian is appointed. There is some confusion about whether there will be a cost for the source codes or if the source codes will be provided at no cost. There would still be cost associated with generalizing the source code and, then, adapting it for individual state use.

Illinois is developing a program for obtaining data from local libraries in electronic format. They will be invited to provide a demonstration at the next FSCS Training Workshop.

There was a discussion of using Internet to submit/receive data. Walt Terrie, as Technical Subcommittee Chair, has been in contact with several states who have agreed to participate in an Internet experiment. They will shortly receive more detailed instructions. In the meantime, the Governments Division of the Census Bureau, under contract to NCES, has set up an area for receiving transmitted data sets.

In addition, to receiving files, NCES wanted to experiment with transmitting files. The Governments Division has, likewise, set up an area for this purpose. Shortly two files will be available in this area, 1) PUBLDAP and 2) the DECPLUS source code. Any State Data Coordinator with FTP capability can get these files over the Internet, using the following instructions:

> Use anonymous FTP to get files at: ftp.census.gov. With anonymous FTP, use the word "anonymous" as the user name and your own e-Mail address as password. Change directory to: pub/Govt-Stats/PLS. Note: the upper and lower case letters are significant. A sample session would look like this:

```
%ftp ftp.census.gov
ftp > cd  pub/Govt-Stats/PLS
ftp > binary
ftp > get  < <PUBLDAP2.exe> >
        (or  < <DECPLUS2.exe> >
ftp > quit
```

It was also noted that the use of the general purpose E-Mail package Eudora is available free by using FTP from Qualcomm.Com.

The PUBLDAP and DECPLUS files available through Internet are also available on diskette from Carrol Kindel. The DECPLUS source code is being made available at the request of several State Data Coordinators for adapting to state and local reporting purposes. NCES looks forward to hearing from states about these efforts.

The Data Machine and data exchange for the future processing of DECPLUS was discussed. Diana Young, Liz Gibson, and Gerry Rowland will do some field testing of this.

Training Subcommittee:

The Training Subcommittee recommended that the Annual Training Workshop be split with a 2 day meeting in Austin, TX, Part I and a follow-up meeting as Part II held in conjunction with the NCES Summer Data Conference. The meeting in Austin, TX. would focus on hands-on practical matters with programs at the NCES Summer Data Conference more focused on common data issues of concern to elementary and secondary schools, academic institutions, in addition to public library data collection and use concerns. All FSCS State Data Coordinators will be invited to attend the NCES Summer Data Conference.

The conferences will be called Annual Training Workshop (Conference) Part 1 and Annual Training Workshop (Conference) Part 2.

7th Annual Training Workshop Part 1: Dates - March 1 - 3, long distance travelers eligible to travel on Feb. 28. Registration for Part 1 is tentatively scheduled to begin March 1 with opening session tentatively scheduled for 1:00 pm. John Lorenz will check airline schedules to verify reasonable time for opening meeting for March 1.

Diana Young reviewed the tentative program schedule for Part 1. Subcommittees will be responsible for planning program activities within designated blocks of time. [Draft agenda from Diana Young is Appendix 1 of FSCS Memo # 42.]

7th Annual Training Workshop Part 2 will be held in conjunction with the NCES Summer Data Conference in July or August. The planning process is generally completed by March. Diana Young is to represent the Steering Committee on the joint NCES/Dept. of ED planning team.

White House Conferences:

Mary Alice Hedge reported that library data is needed on public library and information services to Small Business and the Aging for the two upcoming White House Conferences. The White House Conference on Aging is scheduled for May 1995 and the White House Conference on Small Business is scheduled for June 1995. Contact with the executive staffs planning the conferences has indicated interest in holding mini-conferences on Library and Information services by both.

Steering Committee Meetings:

The schedule for upcoming meetings is:
   November 14-16, 1994
   April 11 - 13, 1995 (this may be changed due to possible conflicts with Legislative day
       and LSCA activities).
   July/August after the Summer Data Conference

NCES Site-Visits:

State Library Agencies are invited to participate in NCES' site-visit program. This program was originally established to support State Education Agency efforts to develop automated information management systems. To participate, States request a site visit by NCES' contractor to discuss state automation plans to see if NCES can help. Interested State Data Coordinators should contact Carrol Kindel, or Jerry Malitz at E-mail @ inet.ed.gov for more information. (C. Kindel E-mail: ckindel@inet.ed.gov; J. Malitz E-mail: jmalitz@inet.ed.gov) The schedule for next year's site visits will be set by January, 1995.

NCES Fellows Program:

The fall Fellows program is being scheduled for Oct 31 - Nov 4, 1994. Steering Committee members who have not attended a Fellows Program are Diana Young, Liz Gibson and Libby Law. Their names will be included on a list of people to be invited to attend. It was also suggested that Martha Kyrillidou from ARL, Marilyn Schwartz and Jean McNamara, be invited and Christie Koontz has also expressed interest in attending.

Meeting Evaluation:
   PLUS:

   - facilities conveniently located
   - hotel accommodations and handling of meeting room set-up
   - committee chairs moved agenda well
   - NCES staff bending over backward to accommodate annual meeting changes and other needs
   - Summer Data Conference offered positive experience to meet with other sectors and to think about what to do with other sectors in the future.
   - PUBLDAP works
   - IOWA's WILD ROSE

   MINUS:

   - needed an addition 1/2 day for Steering Committee activities.
   - dealing with RII difficult.

Attachment (2)

FSCS Steering Committee Pros and Cons for NCES Summer Data Conference

Pros:

- Enjoyed the opportunity to meet State data colleague;

- Good P.R. for libraries;

- Brought libraries more into the "mainstream";

- Found information that could help in their jobs;

- Lots happening - no one was bored;

- Putting work into larger context (this was from academic library reps who attended the IPEDS Sessions);

- Logistics and hotel were good;

- Generally good first effort.

Cons:

- Need more input during conference planning from libraries;

- Sessions could have been more focused on areas of common interest;

- NCES and library community need to find ways to attract education community to library issues — library attendees were often interested in other session, but felt the need to support the library-sessions — in some cases attendance would have been low without that support.